

Youth Services Policy A.2.4 Awards and Recognition

Education, Training and/or Certification Application

Unit Name: _____ Date: _____

Unit Head: _____

Employee Name: _____

Employee Job Title: _____ ISIS/HR No.: _____

1. Does this employee currently have an overall PPR rating of “Achieves Expectations” or higher?

_____ Yes _____ No

2. Has the employee attained the Certificate in Supervisory Techniques (CST) or Certified Public Manager (CPM) designation under the Comprehensive Public Training Program (CPTP)? If yes, when?

_____ Yes _____ No When? _____

3. Has the employee attained any of the CPTP certificates (Building Effective Teams, Managing People, Managing Work, Advanced Managerial Skills, Teaching and Learning, or Human Resources Development)? If yes, when?

_____ Yes _____ No When? _____

4. Has the employee received premium pay for the attainment of any of the above in the past? If so, explain.

_____ Yes _____ No *You may attach documentation. Please include this question on the first line.*

5. What is the title of the training/education or certification designation held?
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6. Reward amount requested: \$_____
7. For education/training and certifications other than those provided by the CPTP, what national organization developed the criteria for or sponsors this training/education or certification designation?
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9. Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?
_____ Yes _____ No Institution _____
10. Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?
_____ Yes _____ No
11. What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?
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12. Is this training/education or certification directly related to the job held by the employee?
_____ Yes _____ No
13. How will this training/education or certification enhance the employee's ability to perform the job? *You may attach documentation. Please include this question on the first line.*

14. Is the training/education or certification required as a part of the Minimum Qualification Requirement as outlined on the Job Specification for the job occupied?
_____ Yes _____ No
15. Is the training/education or certification considered post-secondary higher education, that is, college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools)?
_____ Yes _____ No
16. In order for this application to be considered, the following shall be attached (if any of the following documents are unavailable, contact the Office of Human Resources to discuss what alternative information might suffice.)
- A copy of the certification, designation, or award received upon attainment of this training/education or certification. If an official copy of a certificate, designation, or award is not available at the time of this request, a letter from the certifying organization stating the employee has been officially granted the certification but has not yet been awarded a copy of the certificate will be accepted and reviewed by the Office of Human Resources.
 - Information explaining the prerequisites for participation in the training/education or certification process.
 - Information outlining the curriculum or the course of study for the education training or certification.
17. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *You may attach documentation. Please include this question on the first line.*